

**North Dakota State Board of Occupational Therapy Practice
July 14, 2025
Regular Meeting
Held by virtual means via Zoom.
Minutes**

Call to Order

The meeting was called to order at 8:05 am by Janae Hughes.

Present

Board Members – Janae Hughes, Wanda Lauer, Kyla Guthmiller, and Marissa Loll.
Others – Jacinda Simmons, Administrator and Stephen Hanson, Assistant Attorney General.

{Lori Novak absent}

Minutes

4/21/2025 - A motion was made to approve the minutes. (Lauer/Guthmiller/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Lauer (y)] [Novak absent] **[Bd. Office]**

Financial Report

Report ending June 30, 2025, and the end of the 2-year budget. Revenue was over budget and expenses were under budget. The Board ended the 2023-2025 budget with a net income of \$96,752.

A motion was made to approve the financial report. (Hughes/Loll/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Lauer (y)] [Novak absent] **[Bd. Office]**

2025-2027 Budget Update

Budget was approved at the last meeting. The line item for PayPal fees was updated to Stripe fees.

OT Compact Implementation

Selection of a Delegate - A motion was made to approve Simmons as the delegate and Lauer as the alternate delegate. (Hughes/Guthmiller/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Lauer (y)] [Novak absent] **[Bd. Office]**

Decision of Fees Charged for Compact Privileges

Decision on Discount for Military Members/Spouses

The Board will look at what other Boards charge for compact fees. **[Bd. Office]**

Legal Counsel states that the Board should be able to just add a statement to their Administrative Rules and should not have to update the entire code. The Board will look at other state boards in a professional license compact such as the PT Board. **[Bd. Office]**

Decision on Upload Procedures

The Board office will be meeting with the tech support team from the compact committee to learn more. **[Bd. Office]**

Administrative Rules Changes

The Board will review other states for procedures regarding International Licensure. **[Bd. Office]**

Approval of Licensure List

A motion was made to list of licenses issued from 4/8/2025 to 7/6/2025. (Lauer/Hughes/carried) [Roll Call Vote: Hughes (y), Guthmiller (y)], Loll (y), Lauer (y)] [Novak absent] **[Bd. Office]**

Next Board Meeting

The Board will have a special meeting to discuss the OT Compact and Administrative Rules.
August 18, 2025 8 am CST Held virtually by Zoom.

Next Regular Meeting:
October 20, 2025 8 am CST Held virtually by Zoom.

Adjourn

The meeting was adjourned at 8:37 am.

Respectfully submitted,

**Janae Hughes,
Board Chair**

**Jacinda Simmons
Administrator, NDBOTP Office**